**International Students Administration and Fees Procedures**

## Associated Policy

These International Students Administration and Fees Procedures have been developed in conjunction with the International Students Administration and Fees Policy.

## Procedures

* International Student applies to study at CIT through the International Services Unit (ISU).
* International Students application will be assessed to ensure they meet the program entry requirements including the competence in English language at the required level for the program of study.
* International Students application will be assessed against the Federal Government visa requirements (Genuine Temporary Entry requirements).
* If the International Student meets all requirements the International Services Unit issue a letter of offer for the program.
* Student accepts the offer by signing the letter of offer. This states that the student accepts the schedule of fees as determined by the CIT Chief Executive.
* Student makes fee payment.
* Student meets the Federal Government visa requirements.
* Student is enrolled in the appropriate program.

If the student is under 18 years of age the following arrangements must be put in place before CIT takes responsibility of the student:

* Student must be placed with a suitable homestay through Australian Homestay Network (AHN)
* The student must arrange a Guardian with either:
	1. Professional Student Care (PSC)
	2. ISA Guardian and Welfare Services.